

**SUPERVISOR'S CHECKLIST FOR
EVALUATING EMPLOYEE TELEWORK
APPLICATIONS**



The following criteria must be considered in determining whether an employee, his/her position, and the duties proposed for performance at an alternative work site meet the basic eligibility requirements for telework set forth in Section 359 of P.L. 106-346 and the Department of Commerce telework policy dated January 16, 2003.

Employee: _____ Period covered: _____

| Check "Yes" or "No" to indicate whether the employee meets the criteria. | YES | NO |
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| I. Employee Status. The staff member has been employed with OIG for at least 6 months, is not on a performance improvement plan, is not a student intern, and is not in a developmental or on-the-job training assignment. | | |
| II. Performance. The employee's most recent performance rating is "Commendable" or "Outstanding." | | |
| III. Conduct. The employee's official conduct record must be at least satisfactory for the past year and contain no data or information that would cast doubt on his/her ability to successfully work at an alternative work site. The employee cannot have been disciplined for misconduct within the past 2 years. | | |
| IV. Attendance. The employee's official time and attendance records must show no pattern of leave abuse or excessive absence. The employee cannot be on leave restriction. | | |
| V. Suitability of Work for Performance at an Alternative Work Site. The employee has sufficient duties and work activities suitable for performance at an alternative work site. Work activities are measurable and/or require concentration; interaction with others can be satisfied through telephone or e-mail communications; the information, technology, equipment, and other materials needed to perform the work are available to the employee at the alternative work site; and the security of data to which the employee must have access can be adequately assured. | | |
| IV. Office Coverage. The employee's duties that require his/her presence at the primary work site can either be efficiently delegated to a coworker or deferred until the employee completes the telework episode and returns to the primary work site. | | |
| VII. Work Habits. The employee has demonstrated that he/she has good work habits and does not require close supervision. He or she effectively manages work priorities and use of time, independently defines tasks to be performed in support of work assignments and develops realistic schedules for their completion, keeps the supervisor regularly and adequately informed of work progress, and produces superior work products within agreed-upon time frames. | | |
| VIII. Application Status. The employee has completed and signed a written telework application/agreement, a telework safety checklist, and, if applicable, a remote access security authorization form. | | |
| IX. Other Factors. There are no other factors that would suggest that telework for this employee is not appropriate. | | |

I certify that the above employee meets / does not meet (circle one) the basic eligibility requirements for participation in OIG's telework program.

Supervisor's signature: _____ Date: / /